

PRE-PROPOSAL CONFERENCE

OCTOBER 3, 2011

**TELECOMMUNICATION SERVICES
U.S. EMBASSY – COPENHAGEN, DENMARK**

1. EACH OF THE PERSONS ATTENDING THE CONFERENCE MUST BE INTRODUCED.
2. CO INTRODUCES HIS ORGANIZATION, E.G., COR, CONTRACT ADMINISTRATOR, ETC.
3. THE PURPOSE OF THE CONFERENCE IS TO DISCUSS ALL ADMINISTRATIVE AND TECHNICAL REQUIREMENTS CONCERNING THIS SOLICITATION.
4. ALL CORRESPONDENCE SHOULD BE ADDRESSED TO THE CONTRACTING OFFICER.
5. PLEASE DIRECT ANY QUESTIONS REGARDING THIS SOLICITATION IN WRITING TO MS. ULRIKA C MADSEN TO FAX NO. +45-3543 0223 OR E-MAIL TO MADSENUC@STATE.GOV NO LATER THAN 16.00 HOURS ON OCTOBER 6, 2011. QUESTIONS MUST BE WRITTEN IN ENGLISH.

ADMINISTRATIVE AND TECHNICAL REQUIREMENTS

SECTION 1 – THE SCHEDULE

I. Scope of Contract

The requested service consists of landlines only, activated and delivered to termination points at specific locations (Embassy, CMR, DCR, Marine House, ODC, Other Official Residences). End user equipment such as PABX, modems, fax machines etc. are not within scope.

II. Period of performance

Performance period is one base year plus two option years from January 1, 2012.

III. Pricing

All prices must be fixed prices.

All prices to be stated in DKK with VAT exemption.

Invoices should be with VAT exemption.

Existing IDs complete address details will be provided upon awarding the contract, but for confidentiality and security purposes, existing IDs and address details will not be included in the initial bid.

Extension lines to be connected between the Embassy/CMR, Embassy/DCR and Embassy/Marine House.

A telephone line can be used for telephones & faxes.

Please note that there are two different service levels requested:

1. Standard service level: Mon – Fri, 08:00 – 16:00

2. 24 hour Service level: 24/7, all days

All additional prices (e.g. service level upgrades/downgrades) should be included as Exhibit A.

CONTINUATION TO SF-1449, SCHEDULE OF SERVICES, BLOCK 20

1. Performance Work Statement

1.3 Electronic detailed billing and invoices

The Contractor shall provide monthly or quarterly breakdown of calls made by individual telephone number.

Invoices and list of calls should be electronically submitted/forwarded to:
copenhagenusfaktura@state.gov

Please state your payment condition.

2. Key Personnel

The Dedicated Account Manager must be able to converse in English and Danish. Please provide the name of the Dedicated Account Manager.

4. Order confirmation

Please state the number of days needed for written order confirmation.

5. Set-up and or installation of new subscription

Please state the number of days needed for set-up and or installation of telephone lines and Internet lines.

6. Cancellation of subscription

Please state your cancellation conditions.

THE FULL TEXT OF CONTRACT CLAUSES MAY BE ACCESSED ELECTRONICALLY AT:

<http://acquisition.gov/far/index.html>

OR

<http://farsite.hill.af.mil/search.htm>

IF THE FAR IS NOT AVAILABLE AT THE LOCATIONS INDICATED ABOVE, USE OF A NETWORK "SEARCH ENGINE" (E.G., Yahoo, Infoseek, Alta Vista, etc.) IS SUGGESTED TO OBTAIN THE LATEST LOCATION OF THE MOST CURRENT FAR.

U.S. Government contract - No Offeror Standard Terms & Conditions will be allowed.

Key elements of the solicitation

Question and answers:

- * Only written responses from the Contracting Officer are considered official.

Amendments to the solicitation:

- * You must acknowledge receipt of all amendments in writing.

Submission of quotations:

- * Quotations are due by 14:00 hours on October 21, 2011.
Negotiations, written or verbal as necessary, will be conducted as soon as possible thereafter.

Your quotation must be "Responsive"!

All quotations must be considered responsive. Responsive means that:

1. All required documents are submitted as required in Section 3.
2. The documents submitted are properly executed.
3. The documents are submitted by the due date.

FAILURE TO SUBMIT PROPERLY EXECUTED DOCUMENTS IN A TIMELY MANNER MAY BE CONSIDERED "NON-RESPONSIVENESS" AND YOUR OFFER MAY BE REJECTED.

Your Quotation package must consist of:

- **Completed Standard Form (SF) 1449 (Cover page), Blocks 17,24 and 30 as appropriate.**
- **Fully completed Section 1 – The Schedule including Exhibit A.**
- **All information as required by Continuation to SF-1449, Schedule of Services, of the solicitation.**
- **Fully completed Section 5 – Offeror Representations and Certifications.**

The mailing address for quotation submission is identified in the Standard Form 1449, Block 9.

Basis of award

The award selection will go to the lowest priced, technically acceptable, responsible Offeror.

The U.S. Government may award the contract based on initial proposals and without holding discussion (negotiation), provided that the U.S. Government considers such offer to be reasonable and in its best interest.

Evaluations of Options:

The Government will evaluate offers for award purposes by adding the total price for all Options to the total price for the basic requirement. Evaluation of Options will not obligate the Government to exercise the Option(s).